



**CHAIRPERSON**

Arthur D. Merkle, Jr.

**VICE-CHAIRPERSON**

Jeanne Zarnoch

**MEMBERS**

Jae Chon  
Loretta Howard  
Vivian lawyer

**EXECUTIVE SECRETARY**

L. Todd Allen, Administrator

**PERSONNEL BOARD**

3430 Court House Drive  
Ellicott City, MD 21043  
(410) 313-2033, Fax (410) 313-3470

Monday, June 29, 2015

Personnel Board Quarterly minutes

**Present:**

Woody Merkle  
Jeanne Zarnoch  
Jae Chon  
Vivian Lawyer  
Faith Adelman  
Wanda Hutchinson  
Brian Boettcher  
Chris Fay (recording secretary)

**Absent:**

Loretta Howard

From the meeting of April 30, 2015:

- I. Meeting was called to order at 6:06 p.m.
- II. The agenda was approved unanimously.
- III. Minutes from the last meeting were reviewed and approved "as is".
- IV. Welcome and congratulations to new HR Administrator, Wanda Hutchinson, who presented employee manual changes (holiday schedule, sick leave under FMLA, part-time benefitted leave accruals).
- V. Brian Boettcher (Classification and Pay): FY15 pay scales renamed FY16 (only change); Class Plan description changes to Executive Assistant II (to include functions of Internal Auditor) and Sustainability Coordinator (broaden job functions). The Howard County Personnel Board voted and approved the following two changes: (1) Police fitness pay (effective July 1, 2015, now includes lower ranks) and (2) Emergency Communications Supervisors (now one year steps which is now the same as those who are part of the COMM Union).
- VI. Meeting closed at 6:23 p.m.